

## EMPLOYEE CELLULAR TELEPHONE REQUISITION AND ACQUISITION

### Requests for Cellular Telephones

Any department or division may request cellular telephones (cell phones) for specific employees according to this procedure.

Requesting departments/divisions must pay initial acquisition costs out of current budgets (i.e., expendable equipment line item). Although payment is the obligation of the requesting department or division, all cell phones must be procured through the Department of Information Technology (IT) according to established guidelines. Obtaining all cell phones through IT ensures that they will conform to County standards.

### Procedures for County-Owned Cellular Telephone Acquisition

Cell phones may be categorized as County-owned or privately-owned, the determination of which is the prerogative of the Elected/Appointed Department Head based on application of departmental criteria pertaining to best business practices. Privately owned cell phones are not acquired or paid for by the County.

An employee who wishes to request a County-owned cellular telephone must first obtain the approval of their telephone coordinator and, if required by departmental policy, their Elected/Appointed Department Head. Criteria that should be used to determine the applicability of County-owned cell phone acquisition include the following:

- Employee works outside of the office on a regular basis.
- Employee's function or expertise requires that he/she return phone calls and/or be accessible by phone on a regular basis while they are out of the office.
- Other circumstances create a special need for a cellular telephone.

The requesting department or division and IT must complete the following steps before an employee can obtain a County-owned cell phone:

- Complete a Cellular Telephone Acquisition Request Form found under **j:\gencounty\infotech\telephone\cell phones\cellular telephone acquisition request form.doc** with appropriate fund, account, department, OCA, PCA, and object numbers.
- The telephone coordinator initiates the process to obtain written approvals from the appropriate Elected/Appointed Department Head and Department of Information Technology.
- The telephone coordinator sends the completed form to the Department of Information Technology – Communications Unit.
- Once approved, the Department of Information Technology will acquire and program the cell phone and arrange for the user to pick it up.

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### Additional Information

The Department of Information Technology will exercise all administrative responsibilities for acquiring, installing, maintaining, replacing, disposing, accounting, and inventorying of cell phones, as required by the Fiscal Services Division and Risk Management.

All non-purchase/installation/setup related expenses (i.e., ongoing call charges, maintenance, etc.) for County-owned cell phones will be recorded in the Telephone Communications Fund, and will be included in internal service fund rates charged back to user departments in the Telephone Communications Line item. Each user department/division will exercise judicious budget management for Telephone Communications expenses.

Decisions pertaining to the reassignment or removal from service of particular County-owned cell phones are the management prerogative of Elected/Appointed Department Heads. Elected/Appointed Department Heads will be asked to review periodic inactivity/minimal usage reports to ascertain whether particular cell phones should be removed from service. All reassignments or removals from service will be communicated in writing or via email to the Department of Information Technology within 10 days of receiving the inactivity/minimal usage reports. The Department of Information Technology will contact the user(s) to arrange for recovery and/or disposal of the cell phone(s).

Employees using County-owned cellular telephones must comply with the Oakland County Electronic Communication System Policy which can be found under **j:\gencounty\infotech\standard\epolicy.doc**.

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